

RATLOU LOCAL MUNICIPALITY

Ratlou Local Municipality situated in the North West Province invites suitable candidates to apply for the following positions:

CHIEF SKILLS DEVELOPMENT OFFICER (LEVEL 0)

REQUIREMENTS:-

- ❖ Grade 12 plus minimum of 2 years working experience as a SDF
- ❖ Tertiary Education such as a Degree in Admin and/or a Diploma in HR Development will be an added advantage
- ❖ Advance knowledge and understanding of the WSP and ATR requirements
- ❖ Knowledge of the Skills Development framework (LGSETA systems) and associated legislation (e.g. SDA/NSA & SAQA)
- ❖ Registered Assessor and Moderator will be an added advantage

KPA's:-

- ❖ Overseeing Administrative services related to training, including scheduling, attendance registers, meeting minutes taking and reporting.
- ❖ Planning managing training initiatives and other ad hoc projects.
- ❖ Compiling and administering Workplace Skills Plans (WSP) and Annual Training Reports (ATR) as per LGSETA requirements.
- ❖ Prepare monthly, quarterly and annual training statistical reports.
- ❖ Preparing analysis of Municipal training reports, training costs and budgets.
- ❖ Serve as contact person between the organization and the external SDF and LGSETA.
- ❖ Recording and maintenance of the training database and the filing of in-house and external training records.

BENEFITS : 13th Cheque, Medical Aid, Leave Benefits, Pensions Funds,
Housing Allowance

SALARY : R202 006.40 per annum

Send a detailed CV, covering letter and certified copies of your qualifications to:
THE MUNICIPAL MANAGER, P/BAG 209, and MADIBOGO.227
NO FACSMILE WILL BE ACCEPTED.

Should candidates not be notified of the outcome of their application within 28 days of the closing date, they should regard their application as having been unsuccessful.

CLOSING DATE : 25 JULY 2014


GLEN LEKOMANYANE
MUNICIPAL MANAGER